

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Board of Supervisors Policy Manual

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Purpose

1. To clearly state and compile policies of the Board of Supervisors.
2. To provide for the distribution of these policies to all concerned.
3. To establish procedures for the preparation, distribution and maintenance of Board policies and the Board of Supervisors Policy Manual.

Background

The Board of Supervisors of the County of San Diego are charged with the responsibility of establishing policy to guide the various functions of the County and, where necessary, to establish procedures by which functions are performed. Regulatory policies established by the Board usually are adopted by ordinance and included in the County Code of Regulatory Ordinances. Other policy matters are included by ordinance in the Administrative Code. However, a third group of policies are also established which by their nature do not require adoption by ordinance. These policies adopted by resolution or statement of action of the Board need to be consolidated in a reference document for easy access.

Policy

It is the policy of the Board of Supervisors that:

1. There is hereby established a Board of Supervisors Policy Manual which shall contain all Board policy which is adopted by resolution or policy statement of the Board of Supervisors.
2. Generally, policy statements in this Manual will include only such matters for which the responsibility of decisions is placed in the Board of Supervisors by virtue of the State Codes, County Charter, Administrative Code, or specific ordinances and resolutions.
3. Henceforth, any action taken by the Board on any matter which is considered by the Board to be in the nature of Board policy, be stated as such, and that instructions will be included in such action to include the item in the Board of Supervisors Policy Manual.

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4. Each policy item shall include: a) a statement of purpose, b) a brief background description of the problem, c) and other criteria or procedural sections.
5. The Clerk of the Board of Supervisors shall be responsible for the continuing maintenance of the Board of Supervisors Policy Manual and additions or deletions thereto.
6. Copies of the Board of Supervisors Policy Manual, are available on the following basis:
 - a. Free to all incorporated cities within San Diego County.
 - b. Free to other governmental agencies upon request, and with approval of the Chief Administrative Officer.
 - c. Available to the public via the Clerk of the Board's website.

Procedure

1. The members of the Board of Supervisors, Chief Administrative Officer, elected officials, department heads, and County Boards and Commissions may originate policy proposals to the Board of Supervisors for their formal consideration.
2. The preparation of policy matters for approval by the Board of Supervisors will be the responsibility of the initiating office.
3. Proposed policy items will be submitted to the Chief Administrative Officer for review and recommendations to the Board of Supervisors for action.
4. After adoption of policy items by the Board of Supervisors, the Clerk of the Board shall be responsible for posting new items on the Internet.
5. As required, the Clerk of the Board shall update the Table of Contents and Cross Reference Index in and maintain the Board of Supervisors Policy Manual.

Sunset Date

This policy will be reviewed for continuance by 12-31-11.

References

B/S Action 6-23-69 (98)
B/S Action 11-10-69 (86)

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B/S Action 12-15-87 (29)

B/S Action 6-15-93 (41)

B/S Action 5-11-04 (04)

Responsible Departments

1. Clerk of the Board of Supervisors